



PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

State of New Jersey  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
Acting Attorney General

WILLIAM H. CRANFORD  
Chief Administrative Officer

March 2, 2022  
NOTICE OF JOB VACANCY  
#22-153

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

**TITLE:** Auditor Accountant Trainee  
**SALARY:** \$45,521.43  
**LOCATION:** Division of Administration  
Fiscal Management Office  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** As a trainee and productive worker, does the work involved in making field and office audits, evaluating program objectives and effectiveness, appraising the utilization of fiscal resources, and/or in keeping financial records and reports in a state department, institution, or agency; does related work.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credit in any combination of Accounting, Business Administration, Economics, or Finance courses. *A copy of your final unofficial college transcripts or foreign degree evaluation must be submitted with your resume to be considered. Matriculating students cannot be considered.*

**ADVANCEMENT:** Appointees selected to fill a trainee title and who successfully complete the twelve-month training period as an Auditor Accountant Trainee will be eligible for advancement to the title: Administrative Analyst 1, Fiscal Management. *The inability of an employee to attain a level of performance warranting advancement to the title indicated above shall be considered cause for separation.*

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESUME NOTE:** Eligibility determinations are based upon proof of degree submitted and the information presented on your resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation with a course-by-course breakdown, approved by the Civil Service Commission, indicating its U.S. equivalency prior to the closing date. Failure to do so will result in disqualification.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-153, a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded and a current resume on or before the closing date of March 16, 2022:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**OR**

Division of Administration  
Human Resource Management  
P.O. Box 081, Trenton, NJ 08625-0081

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

